



Department of Education and Early Development
Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 630 Schedule No: 04-630.2

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC)

630 - RESEARCH AND RURAL DEVELOPMENT


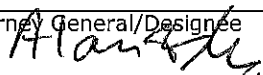



The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated, all records series are nonconfidential. This schedule supersedes #04-630.1.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director Robert L. Brean	Signature of Division Director 	Date 3/18/14
Attorney General/Designee  Alan Birnbaum	Date 5/8/14	Commissioner of Administration/Designee FOR 
State Archivist  D. Dawson	Date 5/6/14	Records Analyst  Stacy Thurman
		Date 4/30/14
		Date 5-7-14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Weatherization Project Plans and Blueprints This series includes plans and blueprints for weatherization projects. Filed by completion date.	H	C+15	Y	C = Until administrative need met. The 15-year retention period is a review date to determine if AHFC still has a legal interest. Recommend scanning/filming to electronic media, if possible.
002 - Stripper Well Files This series includes correspondence, public hearing transcripts and awards on Stripper Wells, Petroleum Violation Escrow, and Dimond Shamrock. Filed by completion date.	H & E	PO	Y	Located in the department shared folder.
003 - Program Files This series includes supplemental housing development grants, Weatherization, Association of Alaska Housing Authorities (AAHA), and Alaska Native Health Board (ANHB-RASC) along with Requests for Proposals Scopes of Work, amendments, photos, general correspondence, contract payments and time schedules, internal audit reports, and other related documents. Housing Authorities financial statements. Filed by completion date.	H & E	C+6	Y	C = Until funds exhausted.
004.1 - Building Energy Efficiency Standard (BEES) (Master Online) This series includes information related to BEES such as minutes and tapes from Technical Energy Advisory Committee (TEAC) meetings, training information, and correspondence. Filed chronologically.	E	PO	Y	Located in the department shared folder. Previous documents were microfilmed. Original silver is stored in offsite vault. Work copy is in the Records Center.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
004.2 - Building Energy Efficiency Standard (BEES) (Master Microfilm and Master CD) This series includes information related to BEES such as minutes and tapes from Technical Energy Advisory Committee (TEAC) meetings, training information, and correspondence. Filed chronologically.	M	PO	Y	Department annually transmits updated CD to Records Center, replacing previous CD. Media type is limited to a 5 year time span. Recommend updating to new CD or new electronic media every 5 years.
004.3- Building Energy Efficiency Standard (BEES) (Work Copy Microfilm and Work Copy CD) This series includes information related to BEES such as minutes and tapes from Technical Energy Advisory Committee (TEAC) meetings, training information, and correspondence. Filed chronologically.	E	C	Y	C = Until superseded. Department annually transmits updated CD to Records Center, replacing previous CD. Media type is limited to a 5 year time span. Recommend updating to new CD or new electronic media every 5 years.
005 - AkWarm This series consists of (.hom) files collected by energy raters under master agreements with AHFC that certify homes meet or exceed the Building Energy Efficiency Standard (BEES) required by AS 46.11.040. Filed by completion date.	D & H	C+5	Y	C = Until no longer active. Although certain information is input into a database, there is a regular business need to print "official" copies for lenders and homeowners, title companies, raters, and builders from this series, which cannot be done from the database.
006 - Energy Rebate and 5*+ Files This series includes information delivered to R2D2 from energy raters and/or homeowners on houses that have been energy rated, and for which homeowners have received a rebate for making energy efficient improvements. Data contains homeowner personal information, AKWARM reports, receipts, AHFC forms, payment information, other information as needed, etc. Filed by completion date.	D & H	C+7	Y	C = Until administrative need is met.

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PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office		

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
007 - American Recovery Relief Act (ARRA) Funded Projects This series includes Appliance Rebate, School Municipal Building Retrofit, State Facility Efficiency Project, AkWarm & ARIS Development, Village End Use Efficiency Measures, Resident Energy Education, Commercial Energy Audit, AHFC HQ Retrofit, AHFC Admin, Alaska Industrial Development, Energy Rating & Labeling, Sustainable Northern Shelter, Village Heat Recovery Project, BEES & TEAC. Filed by completion date.	H	C+3.5	Y	C= Until administrative need met.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

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